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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300140034-5

FILED *Records*
RETURN TO (Mgt.)
RECORDS MANAGEMENT DIVISION

Auditor-in-Chief

3 May 1954

Chief, Records Management Division
Management Staff, DD/A

Records Control Schedule

1. In accordance with the request of the Audit Office a records management survey of the Office, including the Office of the Auditor-in-Chief, was conducted by an analyst of the Management Staff. The survey covered all records and was concerned with their organization, use and disposition. As a result of this study, the attached recommended Records Control Schedule is submitted for review and approval.

2. In developing this schedule, a physical inventory was taken of the record holdings of both Offices to determine the value of each series of records. It is felt that the values assigned are realistic and give due consideration to the needs of the Office and the interest of the Agency. The fact that the function performed by the Audit Office and the records resulting therefrom, corresponds to the functions of the Comptroller General, made it imperative that extreme care be taken in determining the value of the records. Tentative agreement was reached on the proposed disposition plan by [redacted] of your Office and [redacted] of this Office. Following your consideration, the analyst who prepared the schedule will discuss it at your convenience.

3. Concurrently with the disposition survey, consideration was also given to the possibility of depositing some of your material in the Vital Materials Repository. It was determined, however, that it was not feasible to participate in this program at the present time. The present system for maintaining current records was examined and found to be satisfactory.

4. This Office wishes to express its appreciation for the help and cooperation extended the analyst by [redacted] and [redacted] of your Office.

[redacted]

Attachment

Records Control Schedule of the
Auditor-in-Chief and Audit Division

MS/RMD/FJR:ghk

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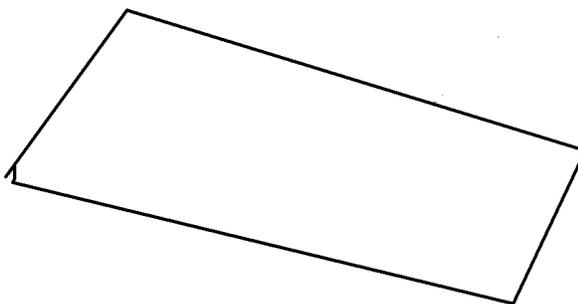
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Records Control Schedule forwarded
to Auditor-in-Chief on 5 May 1954.

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